
	Recommended Program of Study for: Administrative Services				
Career Cluster: Business Management & Administration			Career Pathway: Administrative Support		
9 th Grade	10 th Grade	11 th Grade	12 th Grade	Postsecondary	
English I	English II	English III	English IV	College of Southern Nevada Great Basin College Nevada State College Truckee Meadows Community College University of Nevada, Las Vegas University of Nevada, Reno Western Nevada College	
Algebra I	Geometry I	Algebra II	Senior Level Math Course		
Biology	Chemistry or Geoscience	Junior Level Science Course	Elective ¹		
Health / Computer Literacy	World History	US History	US Government		
Physical Education	Physical Education	Foreign Language ² or Elective ¹	Foreign Language ² or Elective ¹		
Business Software Applications	Office Management I	Office Management II	Office Management Advanced Studies	Career and Technical Student Organizations	
Work-Based Learning		Secondary	-- Articulation --		Postsecondary
Job Shadowing Internship / Work Experience Career Day / Fair Field Trips / Guest Speakers		Business Software Applications Office Management I Office Management II	Up to 6 credits at College of Southern Nevada Up to 6 credits at Great Basin College Up to 6 credits at Truckee Meadows Community College Up to 6 credits at Western Nevada College (subject to change)		FBLA
CTE Assessments ³		Available Industry Certifications		High Wage - High Skill - High Demand Careers ⁴	
End of Program Technical Assessment for Administrative Services Workplace Readiness Skills Assessment (for Employability Skills Standards)		<u>Certification</u> Microsoft Office Specialist QuickBooks Certified User Certified Bookkeeper	<u>Provider</u> Microsoft/Certiport Intuit/Certiport American Institute of Professional Bookkeeper	Administrative Assistant Office Manager Accounting Clerk Executive Assistant Legal Secretary	

This Program of Study is based upon the requirements needed for an Advanced Diploma. Academic course names may vary among school districts. All students must pass the high school proficiency exams to qualify for any high school diploma.

¹ Electives may include arts and humanities courses or other career and technical education courses that relate to the program of study.

² Foreign Language courses are recommended if a student is planning on entering a university. (See individual university admission policies)

³ CTE Assessments will be administered during the completion level CTE course.

⁴ For additional career and employment information visit <http://www.nvcis.intocareers.org/> and <http://www.NevadaYouth.org>